

# RCWOBC GUIDEBOOK

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# **TAB A**

## **Welcome Letters**

**DEPARTMENT OF THE ARMY**  
E Company, 16<sup>th</sup> Ordnance Battalion  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, Maryland 21005-5201

**Commander's Welcome Letter**

Fellow Officers:

As the Commanding Officer of E Company, 16<sup>th</sup> Ordnance Battalion, I extend you a gracious welcome to Aberdeen Proving Ground (APG), MD. I hope that you will find your stay here both professionally and personally rewarding. The Echo Company Staff and I are here to assist you with administrative and personal issues, and to ensure that all your military and personal needs are met. As commander, I am responsible for your health, morale, and welfare during your tenure at the Ordnance Basic Course (WOBC). You will find the WOBC academic program both intellectually challenging and stimulating. All subject areas taught will prepare you to carry the Ordnance flame well into the 21<sup>st</sup> Century.

Please enjoy your time at APG. Take time out to visit the local sites as well as the convenience of the location. APG is within close traveling distance to the great cities of Baltimore, MD; Philadelphia, PA; Washington, DC; and New York City, NY.

I encourage you to visit the Ordnance Mechanical Maintenance School website at <http://www.goordnance.apg.army.mil/csdweb/index.asp>. The website is designed to assist you in your search for information about WOBC and APG. It also informs you about problems that WOBC students frequently encounter during initial course inprocessing. Please take a moment to browse the different subject areas linked to this site. At a minimum, look at the frequently encountered problems section so you can report to WOBC prepared to start class. I look forward to meeting you and wish you safe travel to APG. If you have any questions, feel free to contact any member of my staff toll free at 1-800-392-2015 ext. 2671/3979/4294/5625 or DSN 298-2671/3979/4294/5625. Our fax number is (410) 278-2074 or DSN 298-2074. You can also reach me via email at [ty.lewis@apg.army.mil](mailto:ty.lewis@apg.army.mil).

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

## **Aberdeen Proving Ground**

Aberdeen Proving Ground (APG) is the Army's oldest active proving ground, established on October 20, 1917, six months after the United States entered World War I. The city of Aberdeen sits on the northwestern bank of the Chesapeake Bay between the Susquehanna and Gunpowder Rivers. The installation comprises two principal areas separated by the Bush River. The northern area is the Aberdeen Area and the southern sector is the Edgewood Area. As a center for Army material testing, laboratory research, and military training, the post is an essential element in the nation's defense. Known as the "Home of Ordnance," APG has been training Ordnance personnel since 1918. The Edgewood Area has been a center for chemical warfare research and development since it was established. The City of Aberdeen is about twenty miles north of Baltimore, MD, and a forty-five minute drive from Washington, D.C. Located on the tip of the Chesapeake Bay, it is in close proximity to Philadelphia, New York City, and New Jersey.

**TAB B**

**PRIOR TO ARRIVAL AT APG**

## Orders

Payment for the period of active duty to attend this course is based on information that is contained in your orders. Please ensure the following items are correct or request amending orders as soon as possible to alleviate problems prior to reporting for active duty.

- Name
- Social security number
- Grade (NOTE: If you have had over four years enlisted service, be sure this is stated in your orders)
- Pay Entry Basic Date (PEBD) – Verify date shown is correct.
- Physical date – Verify that this is not prior to the start date of the course.
- Period of active duty – Verify that your orders show the correct period of the course or, if stated in number of days, the correct number of days are shown.
- Accounting Classification

You are reminded that you should not report to the unit prior to the effective date stated on your orders. Officers arriving early will not receive pay or allowances for days not covered on their orders. All students are authorized only one day of travel unless otherwise stated on the orders.

## Recommended Packing List

If you own a computer and printer, it is suggested that you bring them with you. It is not mandatory, but it sure helps! The standard software package is Microsoft Office (MS Word/Power Point). If you have access to Form Flow software, bring that also.

A television and VCR/DVD are provided at Swan Creek Inn. The BOQ also provides linens, towels, dishes, iron, ironing board, microwave, refrigerator, stove, cooking utensils, pots and pans, and a radio alarm clock. Room service is provided daily, and laundry facilities.

Students are not required to bring a privately owned vehicle (POV); however, some students may have to reside in the Edgewood Area and commute to the Aberdeen Area, approximately 15 miles away, for training. Having [transportation](#) will make that commute more economical for students. For those students without POVs, it is highly recommended that he/she gets a rental car. Rental vehicles will be authorized for students without vehicles for the duration of the course if authorized per their OBC orders (see Finance Section, pp 10-11). The following are approximate distances from Swan Creek Inn (where most students reside) to key locations:

Schoolhouse (Bldg 3147)	.4 miles
Echo Company (Bldg 4313)	.9 miles
Main PX	.5 miles
Clothing Sales	.8 miles
Gym/Recreation Center	.4 miles
16 <sup>th</sup> Ordnance Battalion (Bldg 4510)	1.0 miles
143 <sup>rd</sup> Ordnance Battalion (Edgewood Area)	14.6 miles

### Suggested Packing List (Personal Items)

Privately owned vehicle or orders authorizing a rental car  
Calculator  
Civilian clothes  
Computer w/printer and Form Flow software  
Planner  
Pencils  
Pens  
Highlighters (5 colors)  
Paper  
Book bag/backpack  
Notebooks  
Laundry bag

### Uniform Packing List

4 sets BDUs  
1 pair black leather boots  
1 Army PT uniform (old or new style/summer and winter)  
1 Army Class A uniform

## **Physical Fitness**

You are expected to report to school meeting the minimum physical fitness standard on the Army Physical Fitness Test (APFT). You will be administered an APFT within 72 hours of arrival at APG. If you fail the APFT, you will be administered a retest 7 days following the initial APFT. You must pass the record APFT to successfully complete the course. Failure to pass the record APFT will result in disenrollment from the course.

NOTE: Physical profiles must be declared (with Army documentation) prior to the APFT if a waiver is to be considered for the push-up and sit-up events. There is no waiver for the aerobic event. You **will not** graduate if you fail to pass the record APFT. You will receive a referred AER which will indicate “Failed to Achieve Course Standards” in block 13 and a “Fail” for APFT in block 16.

If you report exceeding Army weight tables and body fat percentages, you **will not** be enrolled in the course, and you will be returned to your unit. The CSD Director will prepare a memorandum addressing your failure to maintain standards for the Commandant, which will be forwarded to the first general officer in your chain of command.

## **Document Checklist**

Following is a list of documentation that you will need to **HAND CARRY** for in-processing:

- ❑ Orders – A complete order (front and back with the signature block) and copies of any amendments. Orders must have an accounting classification.

## **TAB C**

### **Arriving at APG and Reporting**



## By Air, Train, POV

Travel Directions: Aberdeen Proving Ground is located in the city of Aberdeen, 4 miles east of I-95. Take exit 85 to Route 22, which runs from I-95 directly to the main gate of APG. Vehicle traffic may enter through two additional gates that can be accessed via Route 40. Between the hours of 2000 and 0430, the main gate is the only gate open. Due to security concerns, other gates may be closed without notice.

From Baltimore-Washington International Airport (BWI), you have several transportation options. The Amtrak train has a direct route from BWI to the city of Aberdeen and will cost \$18 with military ID (\$20 without). A taxi will cost approximately \$75. BWI has several rental car agencies whose rates vary depending on the size of the car and the duration of the rental agreement. Regardless of your chosen method of travel, it is important to keep your receipts until you settle your travel reimbursement.

<http://www.apg.army.mil/apghome/sites/about/directions.asp>

## During and After Duty Hours

During normal duty hours (0730-1700, M-F), you may report directly to E Company Headquarters, [Bldg. 4313](#), on the access road off Boothby Hill Road across from Student Drive (see map for details). The uniform for reporting during duty hours is BDUs.

- Active Duty: When you report in, you must **HAND CARRY** a complete copy of your orders or a DD Form 1610, and a DA Form 31.

After duty hour, weekends, or holidays, you must report to the Staff Duty Officer (SDO) located in [Building 4510](#) at the 16<sup>th</sup> Ordnance Battalion Headquarters. After signing in on the DA Form 647, report to Army Lodging (The Swan Creek Inn, [Building 2207](#)) to secure living quarters. The phone number for The Swan Creek Inn is (410) 278-5148.

If you are reporting on a weekend and your class starts on the next duty day, the SDO will have a packet and a letter detailing time, uniform, and place of duty for the first day of class. If you are reporting earlier than your report date or earlier than your class date (your class does not start on the next duty day), you must report to E Company ([Bldg 4313](#)) at 0730 in BDUs on the next duty day.

## Army Lodging

Billeting: (Army Lodging) All officers reporting for class, regardless of component, will reside at The Swan Creek Inn. The rooms have already been reserved at no cost for the student during

the duration of the course. BAH, BAS, and TDY claims are discussed in the Finance section (pp 10-11).

While living in Army Lodging, your room is similar to that of a hotel. One suite houses one or two individuals. Suites housing one person have one queen-size bed, a bathroom, and a kitchenette. Suites housing two persons have a living area with furniture, two bedrooms, a kitchen, and one bathroom. Both types of suites have appropriate lighting accoutrements. You may host one overnight guest at a time, provided you obtain written permission from your suitemate (if you are residing in a two bedroom suite), and you notify the front desk. If you have an overnight guest, billeting will charge you an additional \$5.00 per day which will be added to your bill. Guests cannot stay for more than 30 consecutive days. Housekeeping has instructions to report visitors to the front desk, when they observe them, while performing their duties, or if they suspect an unregistered guest is staying in the room. Upon checking in to Army Lodging, you should conduct an initial inspection of the room and annotate any deficiencies in writing to the front desk at the Swan Creek Inn. All deficiencies not annotated on the inspection may result in financial liability upon discovery by billeting. Army Lodging personnel conduct unannounced room inspections. If your room is found to be excessively untidy, you may be asked to leave. Housekeepers are not authorized to move your belongings, and will not clean if personal items are strewn about. Phone calls are billed separately and the long distance carrier is AT&T. It is recommended that you use prepaid calling cards to place long distance calls.

## Healthcare

While in school, students will utilize [sick call](#) procedures offered by Kirk U.S. Army Health Clinic ([KUSAHC](#)). You are encouraged to bring your medical and dental records with you. For information on sick call procedures, contact E Company. After sick call, emergencies only will be handled through KUSAHC until 2000 hours. After duty hours, you must go to Harford Memorial Hospital Emergency room.

## In-processing

You will be in-processed with your class during the first week of the course. Ensure that you have all necessary documentation as previously annotated in the “[Document Checklist](#)” section. For more information, see E Company personnel upon arrival.

## Finance

Students will be paid through their home station finance office.

Each student should bring enough money to cover expenses during the time that he or she is here. Approximately \$500-750 in travelers' checks or a major credit card should be sufficient. **You will not get a pay advance here.**

All officers are on temporary duty status, and will receive per diem allowance on weekends and federal holidays only. Lodging (Swan Creek Inn) will be provided at no cost for all students.

Basic Allowance for Housing (BAH) will cease for single students. All married students will draw BAH for the respective area of residency of the dependent(s), NOT the Aberdeen Proving Ground rate. Basic Allowance for Subsistence (BAS) will cease during the duration of the course for all single students. Married students will receive BAS. Meals will be provided to all students at two dining facilities (DFAC) located on APG for breakfast, lunch, and dinner or the Top of the Bay Club during for lunch only. The per diem rate is \$40 per day. Thus, a student during a month with four weekends and one federal holiday will receive 9 days worth of per diem (9 X \$40.00 = \$360.00). Students whose dependents reside in some OCONUS areas may be paid the BAH rate for the nearest CONUS area. This will be **determined on a case-by-case basis**. The following web sites can assist you in determining the appropriate housing allowance rate:

- Rates and Allowances Home Page:  
<http://www.dod.mil/dfas/travelpay/travelpayrelatedlinks.html>
- Basic Allowance for Housing:  
<http://www.dod.mil/dfas/travelpay/travelpayrelatedlinks.html>
- Overseas Housing Allowance:  
<http://www.dod.mil/dfas/travelpay/travelpayrelatedlinks.html>

Students who bring a POV will be allowed to claim 10 miles per day at a rate of \$0.375 when turning in their travel voucher. Those Students without POVs who elect to rent a vehicle from BWI (Baltimore-Washington International) Airport will be reimbursed for rental charges and reasonable, accrued gasoline expenses if authorized per their OBC orders (Retain all receipts).

TDY Pay: You will file for TDY pay upon return to your home station or arrival to your next duty station. **You will not out-process and depart from APG until your lodging bill is paid in full.**

Travel Pay: Since this is not your initial entry point, you will not receive travel pay from your home station to here upon arrival. You will have to wait until you get to your permanent duty station or return to your home station to file for and receive travel pay.

**TAB D**

**WHILE AT APG**

## **Additional Duties**

While in school, some students will be appointed additional duties. Students will not know who will hold these positions until they report for their course. These students will be required to attend meetings with the E Company Commander, and act as a liaison between classmates and various organizations. Because of these duties and time constraints, it is highly recommended that students have some sort of transportation while at APG as it will be nearly impossible for them to get from the schoolhouse to E Company or to any other agency in the limited amount of time available.

## **Physical Training**

PT is conducted Monday through Friday at 0515 hours at E Company. It is optional for RCWOBC/RCWOAC students. A company formation is held for accountability. All roads to the south of Boothby Hill Road (including Boothby Hill Road) are closed to all vehicular traffic from 0530-0630 hours. NOTE: The military police (MPs) will issue citations for failure to adhere to the installation's rules/regulations. During morning PT, a designated PT instructor will conduct warm-up stretching exercises and calisthenics, followed by a run, muscle failure session, or other exercises. Battalion runs are scheduled once every 90 days throughout the course. You will be advised of these as they occur. The uniform for PT is the Army Physical Fitness Uniform (APFU).

## **Personal Conduct**

In addition to high academic standards, you will also be expected to maintain the highest standards of [personal conduct](#). The illegal use of drugs or driving under the influence of [alcohol](#) will kill your career, no questions asked! You will be expected to maintain high standards of personal appearance and to be where you are supposed to be on time, all of the time. Students whose [conduct](#) is detrimental to good order and discipline or prejudicial to the interests of their fellow students may be disenrolled from the course, and/or separated from the service. The bottom line is, if you cannot live up to the high standards expected of an officer, we do not want you here. Following are some areas of concern:

Appearance: BDUs will be pressed; boots shined; and fingernails, makeup (females), and haircut/hairstyle to standard IAW AR 670-1.

Military Bearing and Courtesy: You are expected to maintain the highest level of professionalism at all times, especially with all instructors and when in the presence of all AIT students. Observe all of the rules of military courtesy, and ensure that AIT students you

encounter do the same. International student will receive the same courtesies extended to their U.S. rank equivalent.

Student Honor Code: The Student Honor Code System exists to ensure quality graduates and promote integrity in training. The Student Honor Code states that students will not lie, misrepresent or withhold the truth, steal, cheat, plagiarize, or conspire to violate the Student Honor Code, nor will they tolerate those who do. All students in USAOC&S must follow the Student Honor Code for academic requirements. All allegations will be investigated, and if found to be true, may result in dismissal from the course.

## **Emergencies**

In the event a family emergency occurs and you feel that you need to take leave, The American Red Cross must be notified. A family member should contact the [Red Cross](#) and provide them with pertinent information regarding the emergency. A Red Cross representative will then contact this unit and request your presence. Once the unit has received the Red Cross message, you will be contacted and your leave form processed. Family members should be prepared to provide the following:

Service member's full name  
Social Security Number  
Branch of Service  
Rank  
Military Unit

## **End of Course After Action Review**

Prior to graduation, the Class Leader will be required to submit a written After Action Review (AAR) to OC&S. This AAR will be a compilation of issues, discussions, and recommendations from all members of your class. It is important that this AAR be specific and constructive in its criticism. You are also reminded that positive comments should be included in the AAR. It is recommended that you keep a log of events/issues that you wish to address. Issues that are brought to the attention of the chain of command and resolved during the course are not to be included in the AAR. If you have any questions about the AAR, you should speak to your Class Leader and/or class TAC Officer.

## **Course Description**

Warrant Officer Basic Course: <http://www.goordnance.apg.army.mil/csdweb/index.asp>

**TAB E**

**DEPARTING APG**

## **Medical/Dental Records**

If you brought your medical/dental records with you and you checked them into the records department of KUSAHC, you must check them out prior to departing APG. This also applies if you received medical or dental care at KUSAHC and a temporary record was established for you. You will hand carry your records to your next assignment.



## **TAB F**

# **ECHO COMPANY POLICY LETTERS**

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
U.S. Army Ordnance Center and School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #3 E Company

19 October 2005

**COMPANY COMMANDER'S OPEN DOOR POLICY**

1. It is my desire that soldiers of this company receive prompt and adequate assistance with all problems and other matters of personal concern. My office is open for private discussions with members of this company.
2. Soldiers who wish to discuss personal matters should not hesitate to request assistance from their class leaders and TAC Officer using their chain of command.
3. This policy letter will be posted in the current section of the company's bulletin boards.

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
U.S. Army Ordnance Center and School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #5 E Company

19 October 2005

**ALCOHOL ABUSE**

1. The abuse of alcoholic beverages poses a severe threat to the health and welfare of the soldiers of the company and their family members. It is everyone's responsibility to assist in identifying instances of alcohol abuse so that immediate action can be taken to alleviate the situation and minimize the risks to innocent victims as well as to users.
2. The emphasis must be on the early identification of those individuals with alcohol abuse problems so that referrals are immediate to the appropriate health care agency. This can be successfully accomplished only by the active involvement of all supervisors. Immediate supervisors know their soldiers best and are in the most advantageous position to notice those behavioral changes which usually signal an alcohol problem. If we wait for an incident to occur before initiating action, we have failed in our leadership responsibilities.
3. In order to help control alcohol abuse, the following policies have been established.
  - a. No one under the age of 21 is allowed to consume alcoholic beverages.
  - b. No member of this company may consume alcoholic beverages while on duty, nor will a member of this company be permitted to be drunk on duty; drunk being defined as intoxication which is sufficient to impair the rational and full exercise of the mental and physical faculties. Members of this command will be considered drunk if their Blood Alcohol Content is .08 or higher.
  - c. Open containers of alcoholic beverages cannot be transported while enroute between locations on or off post.
  - d. No alcoholic beverages will be stored, transported, or consumed in military vehicles or work areas of Echo Company. The only exception to this policy is for those officially supervised unit functions approved in accordance with existing Ordnance Center and School policies.
4. Failure to meet this policy may result in administrative action or punitive action under the provisions of the Uniform Code of Military Justice (UCMJ).

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
U.S. Army Ordnance Center and School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #6 E Company

19 October 2005

**PHYSICAL FITNESS TRAINING PROGRAM**

1. Physical training (PT) will be conducted at E Company Monday through Friday from 0530-0630. A monthly schedule will be distributed to the class leaders. The senior class will be in charge of conducting PT, and will designate a different PT instructor for each day. Every Friday, E Company will conduct a company run. Battalion runs are scheduled periodically.
2. Classes that have a critical exam in the morning are exempt from PT and are not required to be present for the 0530 accountability formation.
3. The Army Physical Fitness Test (APFT) will be administered to students within the first week of their course. Any officer who fails an APFT or is enrolled in the Overweight Program will be put on the Special Individual Fitness Training (SIFT) Program. Those officers will report to Echo Company's orderly room at 0530 for PT, Monday through Friday, and 0730 (0530 for RCOAC, RCWOBC, RCWOAC) on Saturday.
4. Those officers who are on SIFT due to failure of an APFT may take a retest 30 days after their last APFT with approval from the Company Commander. If they pass with a minimum score of 60 points in each event, they will be taken off the SIFT Program and will return to do PT with E Company PT program.
5. Officers on SIFT Program as a result of being on the Overweight Program will be removed from the SIFT Program only when they meet the Height/Weight Standard in accordance with 600-9.
6. At graduation, any officer who receives a score of 270-299 on their final Army Physical Fitness Test (APFT) will receive a 16<sup>th</sup> Ordnance Battalion Certificate of Achievement and a 61<sup>st</sup> Ordnance Brigade Certificate of Achievement for a score of 300. A PT patch will be awarded to students with a score of 290 and above.

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
U.S. Army Ordnance Center and School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #7 E Company

19 October 2005

**PROHIBITED ITEMS AND ACTS**

1. No military weapons will be transported in a privately owned vehicle.
2. All personnel living on post, including government quarters, who possess privately owned weapons such as pistols, rifles, and bows and arrows will register these weapons with the Provost Marshal. All students have the option of storing their weapons in the Battalion Arms Room.
3. No one in this command will possess switchblades, brass knuckles, chains, pipes, gas pistols, knives with blades exceeding 3 inches in length, ammunition, machetes, or any other dangerous weapons.
4. Periodically, the APG Police will stop privately owned vehicles and search them for prohibited items. Items such as kitchen knives, clubs, rubber hoses, etc, within reach of the driver may result in your arrest. Weapons such as unloaded guns and/or hunting knives may be transported in the trunk of a car or a bed of a truck when traveling to and from a hunting or fishing trip, or a shooting range. Military issued items such as tools and repair parts will be confiscated unless a valid property disposal officer sales slip can be produced.
5. Items deemed to be dangerous or prohibited weapons will be immediately confiscated by competent authority. Items confiscated will be turned into the Company Commander for final disposition and preparation of charges under UCMJ as appropriate.
6. Failure to comply with this policy letter is punishable under UCMJ.

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
U.S. Army Ordnance Center and School  
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Policy Letter #8 E Company

19 October 2005

**EQUAL OPPORTUNITY**

1. I will not tolerate discrimination and prejudice within Echo Company. It is our duty and responsibility to treat everyone equal regardless of race, color, gender, religion, or national origin.
2. Equal opportunity is the consideration and treatment of others irrespective of race, color, religion, gender, or national origin. Not only is equal opportunity the law or our land, it is the foundation upon which sound leadership and management practices are based.
3. I charge every member of this command, including civilian employees to apply the principles of equal opportunity in their day-to-day dealings with others. In addition, they must also report incidents of discriminatory treatment that they may observe to the chain of command immediately. We must be aware of, sensitive to, and interested in the problems facing our soldiers and civilians.
4. Additional information can be obtained from the undersigned, the Unit Equal Opportunity Leader , at ext 4294 located in [Building 4313](#), Room 107, or SFC Graves , the 16<sup>th</sup> Ordnance Battalion Equal Opportunity Leader in [Building 4510](#) at ext 8596.

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
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Policy Letter #12 E Company

19 October 2005

**SUICIDE PREVENTION**

1. Suicide Prevention Training is an annual requirement. This training is mandatory for all soldiers and civilians in this command and it will be documented upon completion.
2. Suicide is not always predictable. Reduction in Force (RIF), work and/or family problems can cause depression and hopelessness among soldier and their families. Therefore, we must look out for each other. There are warning signs for suicide, but no one can predict suicide accurately. Threats of suicide or hints such as "I am no good to anyone; " I just cause trouble for everybody", or "I think I will kill myself" must be taken as serious threats.
3. Severe depression may be indicated by combinations of the following symptoms: changes in sleep patterns; appetite changes; withdrawal from family; restlessness; a constant feeling of sadness.
4. If you know someone who has threatened, made an attempt at suicide, or has any of the above symptoms, you must immediately notify the First Sergeant or myself. We will assist you in finding the proper care, facilities, and guidance needed for the individual concerned. Let us not wait until it is too late!

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

DEPARTMENT OF THE ARMY  
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U.S. Army Ordnance Center and School  
Aberdeen Proving Ground, Maryland 21005-5295

Policy Letter #15 E Company

19 October 2005

**SICK CALL POLICY**

**1. Reference AR 600-6**

**2. Personnel going to sick call:**

a. Report to E Company [Bldg. 4313](#) between the hours of 0530 to 0730 to complete a sick call slip (ATSL Form 931) and sign out in the sick call register. Ensure that you have informed your TAC Officer before signing out on sick call.

c. Report to the Post Recreation Center for a medical screening in Building 3326, or call the Triage Nurse at Kirk U.S. Army Health Clinic (KUSAHC) [Bldg. 2501](#) for an appointment. Sick call hours are from 0600 to 0730 hours. Appointments will normally be scheduled after 0730 hours. Uniform for sick call is BDUs. National Guard and Reserve Component students must have travel orders when reporting to sick call.

c. If you opt to report to the Post Recreation Center for the medical screening, and you require further medical attention, you will be referred to Kirk U. S. Army Health Clinic.

d. Upon completion of treatment, return to E Company operations with a ATSL Form 931. The sick call slip must be stamped by the doctor/medical personnel.

e. Sign in on sick call register.

f. If appointments are made at Kirk, you must notify your TAC Officer and E Company. You must make every effort to make appointments that do not conflict with your class schedule.

g. If appointments are made for other medical facilities such as Walter Reed Medical Center or Fort Meade Clinics, notify the Operations NCO or First Sergeant.

**3. Personnel with hospital appointments:**

a. Sign out on sick call register before departure from Aberdeen Proving Ground.

b. Sign in on the sick call register when arriving back at Aberdeen Proving Ground.

**4. Orderly Room Responsibilities:**

a. Maintain sick call register, unit copies of ATSL Form 931 and any additional profile data.

b. Make appropriate entry in sick call register for emergency sick call personnel.

5. Personnel placed on quarters will return sick call slip to the Company Orderly Room, notify their TAC of their illness/injury, and proceed to quarters. Personnel on 24-hour quarters must report back to KUSAHC the next morning for a follow-up.

**6. After sick call hours:**

a. Monday through Friday 0800-1800, Saturday and Sunday 0900-1700.



b. Personnel with illness or injury requiring emergency medical treatment must contact the Nurse Triage Line, (410) 278-1751. The Triage Nurse will either refer you to the Urgent Care Clinic or local emergency rooms at Harford Memorial Hospital, (443) 843-5500 or Upper Chesapeake, (443) 643-2000. If personnel are seen after hours at a local emergency room, they must report to KUSAHC the following morning for a follow-up. Personnel will notify or have medical personnel notify the Company of their status.

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
U.S. Army Ordnance Center and School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #18 E Company

19 October 2005

**PREVENTION OF SEXUAL HARRASSMENT**

1. **PURPOSE:** To establish policy and procedures relative to the Prevention of Sexual Harassment (POSH).
2. **APPLICABILITY:** This policy applies to all personnel attached or assigned to Echo Company, 16<sup>th</sup> Ordnance Battalion.
3. **POLICY:**
  - a. Sexual harassment is a form of discrimination that involves unwanted sexual advances, request for sexual favors, suggestive comments or actions, and other verbal, nonverbal or physical conduct of a sexual nature.
  - b. Sexual harassment has no place in the military or civilian workplace. It is harmful to mission accomplishment, unit cohesion and readiness. Sexual harassment between employees or soldiers of equal rank undermines the close working relationship that normally characterizes Army units and installation staffs. It is even
  - c. The First Sergeant and Operations Sergeant will ensure that each member of this command is aware of the provisions of the policies stated in these letters. Also, this will ensure that incoming personnel read all policy letters for the Company, Battalion and Brigade immediately after starting in-processing.
  - d. The Operations Sergeant maintains the Master Company Policy Letters and publishes an updated index each quarter.
4. Each policy letter will be reviewed quarterly and updated as required.

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Policy Letter # 20 E Company

19 October 2005

**UNAUTHORIZED ACCESS TO MILPO, FINANCE, OR TRANSPORTATION**

1. Students are not authorized access to MILPO, Finance, or Transportation unless appointments have been made through E Company.
2. Students who wish to see personnel in MILPO, Finance, or Transportation must contact the E Company Orderly Room, ext. 3-2671/3979 to request an appointment. When the appointment is made, the student will be notified by E Company. It is the student's responsibility to contact MILPO, Finance, or Transportation if he or she is unable to attend the scheduled appointment.
3. Additional information can be obtained from the E Company Orderly Room, ext. 3-2671/3979.

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Policy Letter #22 E Company

19 October 2005

**ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAM**

1. **PURPOSE:** To establish policy and procedures relative to the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).

2. **APPLICABILITY:** This policy applies to all personnel attached or assigned to Echo Company, 16<sup>th</sup> Ordnance Battalion.

3. **POLICY:**

a. For the purpose of ensuring compliance by E Company, 16<sup>th</sup> Ordnance Battalion to the 16th Ordnance Battalion's ADAPCP SOP; for purpose of alcohol and drug abuse, prevention, control, identification and implementation of all policies and procedures as prescribed by ATSL-SB-O (600-85d) except as outline below

b. E Company will test all officer and warrant officer students as a class at some point during their training.

c. All Reserve Component Warrant Officer Basic Course (RCWOBC), Reserve Component Warrant Officer Advance Course (RCWOAC), Reserve Component Officer Advance Course (RCOAC) classes will be exempt from urinalysis testing due the short training time at APG (12 days). All CLC3 classes will also be exempt for testing because they are tested during their training at FT. Lee, Virginia.

d. All permanent party personnel will participate in a urinalysis testing program. They will be subject to a random quarterly test. A minimum of 25% of all cadre members will be tested quarterly. This is due to the limited number of cadre members assigned.

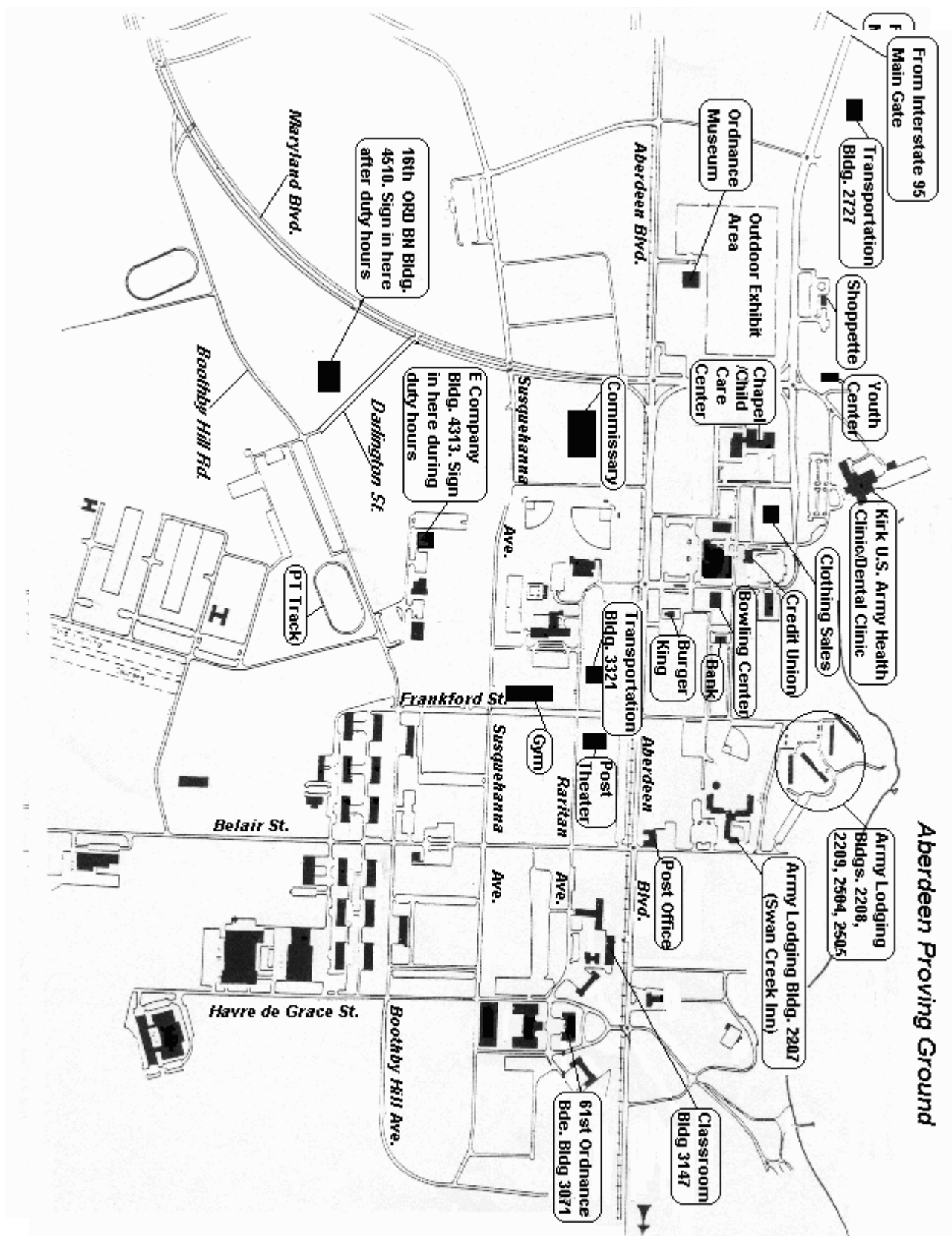
e. E Company will use a number system to identify those to be tested. This number will be chosen according to the last digit of your social security number.

4. POC for this information is the undersigned.

TYMEEKA S. LEWIS  
CPT, OD  
Commanding

**TAB G**

**MAP**



**TAB H**

**APG PHONE DIRECTORY**

APG Directory Assistance	(410) 278-5201
Ambulance	(410) 306-0572
American Red Cross (after hours)	(877) 272-7337
Amtrak	(800) 872-7245
Army Community Service	(410) 278-7478
Army Emergency Relief	(410) 278-2508
Army Lodging	(410) 278-5148/5149
Chaplain	(410) 278-4333
Clothing Sales	(410) 272-1312
Education Center	(410) 278-3385
Finance Office	(410) 278-7085
Identification Cards	(410) 306-2353/2389
Legal Office/JAG	(410) 278-1584/1583
Medical Services	
Acute/Minor Illness Clinic	(410) 278-1752/1725
Advice Nurse (Tricare)	(800) 308-3518
Community Health Nurse	(410) 278-1772
Dental Clinic	(410) 278-1796
Kirk U.S. Army Health Clinic	
Automated	(410) 278-1990
Toll Free Automated	(800) 823-1095
Tricare	(410) 278-1719/1881
Tricare Service Center	(888) 999-5195
Occupational Health	(410) 278-1913
Patient Assistance	(410) 278-1724
Walter Reed Medical Center	(800) 433-3574
Military Police	(410) 306-0564
Travel – Carlson Wagonlit (official)	(410) 273-1100



**TAB H**

**FAQ**

## Frequently Asked Questions

***Q: What if I fly in? Where should I fly into and how do I get to APG?***

A: We recommend flying into Baltimore-Washington International (BWI). You can catch a cab from there to APG for approximately \$75. The [Amtrak](#) train has a direct route from BWI to the City of Aberdeen that costs \$18 with military I.D. and \$20 without. Keep your receipt to file with your TDY settlement.

***Q: What if I have a profile, can I still attend?***

A: Yes, you can. However, you cannot attend a TRADOC school with a temporary profile, but you can with a permanent profile. Your profile must allow you to take an alternate aerobic event for the APFT as the aerobic event is the only event that cannot be waived. Call E Company if you have any questions. We will work with you. Academic success is the most important aspect of the course.

***Q: Where can I get a rental car?***

A: Rental cars can be obtained at BWI or locally in the Aberdeen area. Agencies and their phone numbers may be obtained from the internet. You may also make reservations via the internet. If your unit pays for a rental car, ensure that it is annotated on your orders. If you are unable to rent a car or bring your own vehicle, you must make arrangements with classmates for transportation. Transportation will not be provided.